

# Periodic Case Review Monthly Summary (TJPC-FED-20-04)

## Instructions

**PURPOSE OF FORM:** This form is used to document Title IV-E administrative reviews.

**TIMEFRAME/DEADLINE:** This form must be completed and submitted to the Texas Juvenile Probation Commission (TJPC) by the 10<sup>th</sup> of the month for periodic reviews conducted during the previous month.

**PROCESSING:** This form is submitted to TJPC and forwarded to the Texas Department of Family and Protective Services (TDFPS).

**NOTE:** If you did not conduct an administrative review during the previous month, DO NOT submit a report for that month.

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**County Name:** Enter the name of the juvenile probation department county, if a judicial district, enter the lead county.

**Reviews Conducted During (Month/Year):** Specify the month and year for which you are completing this form.

**Administrative reviews conducted (WITH A FACILITATOR) at 6, 18, 30 Months:**

**Complete this page if the reviews you conducted were administrative reviews conducted with a facilitator.**

**Administrative reviews conducted (WITH A JUDGE) at 6, 18, 30 Months:**

**Complete this page if the reviews you conducted were administrative reviews conducted with a judge.**

**Child's Name:** Enter the child's full name (first, middle, last) for whom the review was conducted. Enter one child per row.

**DFPS Person ID #:** Enter the number that was assigned to this child by DFPS and listed on the initial Foster Care Assistance Application Certification Worksheet (TJPC-FED-23-04).

**Date of Review:** Enter the date the review was conducted.

**Permanency & Date:** Enter the current permanency plan and date of permanency for the child.

**Completed By:** Print the name of the person who completed the form.

**Date Completed:** Enter the date (month/day/year) that the form was completed.

**Phone #:** Enter the phone number, including area code, of the person completing the form.